

Virginia Supplemental Weatherization Assistance Program

Program Design and Request for Funds



**Department of Housing and
Community Development**

The Jackson Center
501 N. 2nd Street
Richmond, VA 23219

Virginia Supplemental Assistance Weatherization Program

Table of Contents

Introduction	1
Program Requirements	2
Request for Funds	5
Request Format	6
Cover Sheet	7
Management and Operations Plan	8
Local Weatherization Provider	10
Additional Information	11

INTRODUCTION

The Virginia Supplemental Weatherization Assistance Program (VSWAP) is a one-time, state funded initiative administered by the Department of Housing and Community Development (DHCD). This program is a response to the significant increases in winter home energy prices and is designed to help low-income Virginians make energy-efficiency improvements to their homes. The VSWAP is a component of a larger state-driven effort to provide additional resources to support the Low-Income Home Energy Assistance Program.

A total of \$2,076,000 in state funding is available to support the Virginia Supplemental Weatherization Program. A minimum of 500 *additional* homes must be weatherized through this program. Funds will be allocated on a first-come, first-serve basis to Virginia Weatherization Assistance Program providers. This is a one-time program and does not presume any future funding availability.

Interested applicants may contact DHCD prior to submission of the required information.

Floris C. Weston

Program Manager

Floris.Weston@dhcd.virginia.gov

(804) 371-7112

Tom Stephens

Program Administrator

Tom.Stephens@dhcd.virginia.gov

(804) 371-7143

PROGRAM REQUIREMENTS

The Virginia Supplemental Weatherization Assistance Program (VSWAP) is a one-time, state funded initiative administered by the Department of Housing and Community Development (DHCD). This program is a response to the significant increases in winter home energy prices and is designed to help low-income Virginians make energy-efficiency improvements to their homes. The VSWAP is a component of a larger state-driven effort to provide additional resources to support the Low-Income Home Energy Assistance Program.

A total of \$2,076,000 in state funding is available to support the Virginia Supplemental Weatherization Program. A minimum of 500 *additional* homes must be weatherized through this program. Funds will be allocated on a first-come, first-serve basis to Virginia Weatherization Assistance Program providers. This is a one-time program and does not presume any future funding availability.

Based on existing demand and capacity to complete additional units, providers will determine the number of units that can be completed within the specified timeframe.

ELIGIBILITY:

- Only current Virginia Weatherization Assistance Program providers are eligible.
- Households will be qualified utilizing the same criteria as the Virginia Weatherization Assistance Program (130 percent of poverty level).
- Owner-occupied and rental housing is eligible.
- Households that have been previously weatherized under the Virginia Weatherization Assistance Program are not eligible.

PROJECT CRITERIA:

- Requests for funding will be accepted on a first-come, first serve basis until all funds have been committed or until March 31, 2006.
- Funds are to be utilized to make home energy-efficiency improvements. Repair work that must be completed in order to achieve this outcome, such as electrical or plumbing repairs, is eligible, but these repairs are not the focus of this program and should not drive the identification and selection process.

- A maximum average cost per unit of \$3,700 (plus an additional eight percent for administrative costs) in VSWAP funds is available for reimbursement for each non-multi-family unit.
- A maximum average cost per unit of \$2,000 (plus an additional eight percent for administrative costs) in VSWAP funds is available for reimbursement for each multi-family unit.
- Additional Weatherization funds (DOE, LIHEAP) may be utilized. However, the unit will **only** count as an independent, state Weatherization completion. The completed unit will **not** be counted as a DOE or LIHEAP completion and neither DOE nor LIHEAP funds will be reimbursed. The only exception will be in cases where a provider has excess earned Weatherization funds and will utilize these funds to supplement VSWAP funding. DHCD must be contacted prior to a request of this nature.
- A 15 percent landlord contribution (match) is required for all rental properties.

ADMINISTRATIVE:

- Providers must submit proposals for the number of units they can complete and close-out prior to June 30, 2006. Once proposals are approved, funds will be reserved for the provider.
- Providers must demonstrate that they can complete the weatherization and close-out process by June 30, 2006. Extensions for the period of performance will not be made.
- Providers must demonstrate that administration of this program will not affect the productivity of their existing Weatherization programs. Again, the intent of this program is to weatherize a minimum of 500 *additional* homes.
- Providers must report monthly (by the 15th of each month) using the Virginia Weatherization Assistance Program database. This will include completing the Client, Demographic, and Invoice components of the database.
- Administrative requirements and standards will be the same as those currently in place for the Virginia Weatherization Assistance Program, unless otherwise stated.

- All completed homes must meet the Virginia Weatherization Assistance Program Standards.
- Providers that are not in good standing with the Virginia Weatherization Assistance Program will be limited to a request of not more than 15 units to be funded under the VSWAP. Agencies in this position have experienced problems in accurate or timely reporting, meeting production goals, or expending allocated funds.
- Providers that successfully expend all requested funds may request additional funds.
- DHCD will closely monitor an agency's performance and may recapture funds if it is determined that a provider will not meet the expected production or expenditure goals, or if a provider is found to be not in compliance with stated expectations of the program.

REQUEST FOR FUNDS

The Virginia Supplemental Weatherization Assistance Program (VSWAP) is a new, one-time only program funded by the Commonwealth of Virginia. Through this program, \$2,076,000 has been committed to assist a minimum of 500 homes that are in need of energy-efficiency improvements.

Providers currently engaged in the Virginia Weatherization Program are eligible to request funding. To prepare for this process, providers must complete the enclosed Management and Operations Plan. Providers must clearly demonstrate their capacity to undertake this additional program without negatively impacting their current Weatherization Assistance Program. Providers must indicate that a sufficient pool of eligible households exists, that the provider has the capacity (or will obtain the capacity) to complete the number of units specified in the request, and that all close-out and drawdown reports will be completed by June 30, 2006.

Funds will be distributed on a first-come, first-serve basis until all funds are committed or until March 31, 2006. DHCD has the right to request additional information from the provider and to reduce the amount of funds requested at its discretion.

DHCD will closely monitor an agency's performance and may recapture funds if it is determined that a provider will not meet the expected production or expenditure goals, or if a provider is found to be not in compliance with stated expectations of the program.

This program has a short completion period so it is important to evaluate your ability to weatherize additional units and to submit a request to DHCD as soon as possible.

REQUEST FORMAT

This program is a direct response to unexpected and significant increases in home heating costs. The intent is to provide a one-time supplement to the existing Virginia Weatherization Assistance Program that will allow for the weatherization of a minimum of 500 additional homes. Repair work that must be completed in order to weatherize a home to meet the Virginia Weatherization Standards is allowable; however, the main purpose of this program is to make energy-efficiency improvements.

Providers must complete the enclosed *Cover Sheet*, *Management and Operations Plan*, and *Local Weatherization Provider* forms. Funds will be distributed on a first-come, first-serve basis until all funds are committed or until March 31, 2006. DHCD has the right to request additional information from the provider or to reduce the amount of funds requested at its discretion.

When completing the enclosed information, please keep the following in mind:

- Providers that are not in good standing with the Virginia Weatherization Assistance Program will be limited to a request of not more than 15 units to be funded under the VSWAP. Agencies in this position have experienced problems in accurate or timely reporting, meeting production goals, having the ability to expend allocated funds, and so forth.
- Questions or concerns regarding a provider's status should be directed to DHCD *prior* to the submission of a request for funding.
- Providers that successfully expend all requested VSWAP funds may request additional funds.

VSWAP COVER SHEET

PROVIDER NAME:

PROVIDER ADDRESS:

CONTACT PERSON:

CURRENT WEATHERIZATION ALLOCATION:

Source	Amount
DOE	_____
LIHEAP	_____
OTHER	_____
TOTAL	\$ _____

CERTIFICATION AND SIGNATURE:

Requests must be signed by the Executive Director or Chief Administrative Officer.

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

MANAGEMENT AND OPERATIONS PLAN

All requests must include responses to each of the following items.

REQUEST FOR VSWAP FUNDING

Amount of VSWAP funds requested: _____

Number of units to be completed with VSWAP funds: _____

CURRENT WEATHERIZATION PRODUCTION

Expected number of units to complete with LIHEAP funds: _____

Expected number of units to complete with DOE funds: _____

Will you expend all allocated Weatherization (DOE and LIHEAP) funds? _____

WAITING LIST

Number of clients on current waiting list: _____

Have these clients already been certified as eligible? _____
(Attach the name and address of all certified eligible clients).

Have the homes already been deemed to be suitable for Weatherization? _____

LEVERAGING OF OTHER FUNDING